



## Office of the Town Manager

Rafael G. Casals, ICMA-CM, CFM  
Town Manager

# MEMORANDUM

**To:** Honorable Mayor and Town Council

**From:** Rafael G. Casals, ICMA-CM, CFM, Town Manager

**Date:** July 15, 2020

**Re:** Issuance of a Request for Proposals (RFP): Tree Planting Program (Right-of-Ways of Town-owned Roads)

## REQUEST

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, AUTHORIZING THE ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) FOR A TOWNWIDE TREE PLANTING PROGRAM; AND PROVIDING FOR AN EFFECTIVE DATE.**

## BACKGROUND AND ANALYSIS

The Town of Cutler Bay (the “Town”) Public Works Department (the “Department”) is responsible for overseeing the aesthetic appearance of Town roadways which were transferred to the Town by Miami-Dade County (the “County”). Trees in our Town increase property values, enhance the economic vitality of business areas, and beautify our community. Trees are essential to life by reducing heating and cooling costs, cleaning and purifying the air, and providing shelter and food for wildlife, and by planting and taking care of our trees, the Town is making an invaluable contribution to the lives of future generations.

The Town has been a Tree City USA designee since 2009 and has received the Tree Growth Award, each year since 2012. Since adopting our Street Tree Master Plan (the “Plan”) through Resolution No. 09-02, the Town has planted approximately 3,783 trees. As part of the Plan, Town staff is recommending approval for Street Tree Planting (the “Services”).

Since our incorporation, the Town has planted over 3,783 Florida native trees throughout our residential neighborhood. The Live Oak Tree, “*Quercus Virginia*,” is an ideal native tree for shade, open spaces, parks, and where there are generous right-of-ways. The Live Oaks, in time, will form an archway over the paving creating a pedestrian-friendly environment. Moreover, the tree increased canopy will reduce the levels of carbon monoxide and enhance the air quality throughout the surrounding neighborhoods.





The Department desires to contract with the most qualified and experienced contractor to provide Tree Planting Program on all Town-owned roadways, right-of-ways, medians, swales, and cul-de-sacs. The Request for Proposal (“RFP”) will include a wide variety other Florida Native Trees the Town may select from for locations where Live Oaks are not the ideal choice for planting, or if a different selection of Canopy is requested or required.

At the nursery, Town staff will “tag” all the trees in order to certify that each tree meets or exceeds the contract specification outlined in the bid documents, prior to planting process. Additionally, Town staff will coordinate the planting with our certified landscape architect, which was selected through the Professional Services Request for Qualifications.

The Department is requesting sealed proposals from qualified bidders to provide high quality tree planting services for Town-owned roadways. As a result of the Road Transfer Agreement, dated June 19, 2008, several roads and medians that were previously maintained by the County are currently being maintained by the Town’s contractor. Town staff has set a high standard of excellence for all of our contractors and recommends that a formal bidding process be issued to obtain a continued Town-wide Tree Planting Program within the Town’s municipal limits.

Request for Proposal (“RFP”) No. 20-04 has been prepared to identify the best available contractor to provide Tree Planting Program for right-of-ways of Town-owned roads. Chapter 24, Article II of the Town Code requires the Town Manager to obtain authorization from the Town Council in order to advertise solicitations for bids and proposals, prior to advertising the public notice.

The Town has budgeted for these Services within the FY 2019-20 Public Works Operating Budget.

### **RECOMMENDATION**

It is recommended that the Town Council approve the attached Resolution, which authorizes the Town Manager to issue RFP No. 20-04 for a Townwide Tree Planting Program.

